

## Assistant Coordinator/Academic Assistant

**Job Title: Assistant Coordinator/Academic Assistant**

**Location: Hybrid**

**Employment type: Contract**

The German-Southeast Asian Center of Excellence for Public Policy and Good Governance ('CPG') is an academic institute and think tank attached to the Faculty of Law of Thammasat University in Bangkok. Built upon a cooperation between the German universities of Frankfurt and Münster and Thammasat University, it is one of only five Centers of Excellence established worldwide since 2009 under the Excellence Initiative of the German Federal Government. CPG is funded by the German Federal Foreign Office and receives administrative support from the German Academic Exchange Service ('DAAD').

### Job Description Summary

For its upcoming on-site conference series, CPG is seeking applications from qualified candidates for **Assistant Coordinator/Academic Assistant** positions that provide research support and assist with the preparation and implementation of one the following conferences.

- *Mediation in Asia* (immediate start - end of September, THB 15,000.00)
- *The Future of Conflict and Conflict Settlement in Asia* (immediate start - end of September, THB 15,000.00)
- *The Founding of Thai Constitutionalism 90 Years Ago* (mid-September - mid-November, THB 20,000.00)

The **Assistant Coordinator/Academic Assistant** will generally work under supervision of the conference's principal coordinator, while some job functions require exercising independent judgment.

The positions are hybrid combining regular in-person presence at our Bangkok office with the option of remote work.

### Requirements

- Bachelor degree, preferably Master degree in law, social or other related sciences
- Very good English language skills
- Fluent in Thai language (only for "Founding of Thai Constitutionalism" conference)
- Ability to identify, collate and analyze conference-related data and material
- Ability to undertake assigned research work independently and accurately
- Attention to detail
- High computer literacy

### How to apply?

Interested candidates are invited to apply by sending a cover letter (max. 1 page), a portrait image, and their resume indicating their relevant qualifications, skills and experience to [careers@cpg-online.de](mailto:careers@cpg-online.de).

When applying, please specify what conference you are interested in.

Applications will be reviewed on a rolling basis and will be accepted until candidates have been selected for each conference.

Due to the expected high number of applications, only successful applicants will be contacted.